

Board of Public Works-Finance Committee
Public Services Building
Large Conference Room
2650 LaFranier Rd, Traverse City, MI 49686

Meeting Agenda
Wednesday, June 1, 2022 @ 1:00 p.m.

2022 Officers:

Chair:	Doug White
Vice-Chair:	Beth Friend
Secretary:	Jeff Shaw

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC COMMENT

Refer to Rules under Public Comment/Input on the back of Agenda

APPROVAL OF AGENDA

APPROVAL OF THE MEETING MINUTES

The meeting minutes of May 4, 2022, are approved unless there are any changes 1

AGENDA ITEMS

1. Summary of Prepaid Claims 4
2. Memo Re: Water Main Leak on Silver Lk Rd 5

PUBLIC COMMENT

Refer to Rules under Public Comment/Input on the back of Agenda

NOTICES

1. The next regular BPW Meeting will be held on Thursday, June 9, 2022, at 9:00 a.m. in the upstairs meeting room at GARFIELD TOWNSHIP HALL, 3848 Veterans Drive
2. The next regular BPW Finance Committee Meeting will be held on Wednesday, July 6, 2022, at 1:00 p.m. in the Large Conference Room in the Public Services Building at 2650 LaFranier Rd.

ADJOURNMENT

Link to website for agenda & packet

http://www.co.grand-traverse.mi.us/departments/public_works/Agenda_Packets.htm

RULES AND PUBLIC COMMENT / INPUT

1. All cell phones shall be switched to silent mode or turned off.
2. Any person may make a video, audio or other record of this meeting. Standing equipment, cords, or portable microphones must be located so as not to block audience view.
3. Any person shall be permitted to address a meeting of the Board of Public Works which is required to be open to the public under the provision of the Michigan Open Meetings Act, as amended. (MCLA 15.261, et.seq.) Public Comment shall be carried out in accordance with the following Board Rules and Procedures:
 - A. Any person wishing to address the Board shall state his or her name and address.
 - B. No person shall be allowed to speak more than once on the same matter, excluding time needed to answer Board Member's questions. The Chairperson shall control the amount of time each person shall be allowed to speak, which shall not exceed (3) minutes.
 - i. Chairperson may, at his or her discretion, extend the amount of time any person is allowed to speak.
 - ii. Whenever a group wishes to address the Board, the Chairperson may require that the group designate a spokesperson; the Chairperson shall control the amount of time the spokesperson shall be allowed to speak, which shall not exceed fifteen (15 minutes).

AUXILIARY AIDS AND SERVICES

Grand Traverse County will provide reasonable auxiliary aids and services; such as, signers for the hearing impaired or audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting upon (48)forty-eight hours-notice to Grand Traverse County. Individuals with disabilities requiring auxiliary aids or services should contact the Grand Traverse County Department of Public Works at (231) 995-6039.

Link to website for agenda & packet

http://www.co.grand-traverse.mi.us/departments/public_works/Agenda_Packets.htm

Grand Traverse County Board of Public Works-Finance Committee
Public Services Building
Large Conference Room
2650 LaFranier Rd, Traverse City, MI 49686

Meeting Minutes

Wednesday, May 4, 2022 @ 1:00 p.m.

2022 Officers:

Chair:	Doug White
Vice-Chair:	Beth Friend
Secretary:	Jeff Shaw

CALL TO ORDER

The Chair called the meeting of the Grand Traverse County Board of Public Works Finance Committee to order at 1:00 p.m. The Secretary was present.

ROLL CALL

PRESENT: Rob Manigold, Jeff Shaw, Beth Friend (1:03), and Doug White
ABSENT: Chuck Korn
STAFF: John Divozzo and Dianne Thompson

Also Present: Bob Fudge, Mark Huggard, and Art Krueger; City Director of Municipal Utilities

PUBLIC COMMENT

None.

APPROVAL OF AGENDA

Director John Divozzo requested that Item #5 STF SBR Repair Project be moved to Item #2, so Mark Huggard doesn't have to stay as long.

MOTION by JEFF SHAW to approve the agenda as revised; second by Rob Manigold.

The Motion PASSED unanimously.

APPROVAL OF MEETING MINUTES

1. There were no objections, so the meeting minutes of April 6, 2022, were approved as presented.

AGENDA ITEMS

1. Summary of Prepaid Claims

The Committee had no questions or objections. John informed the committee that the City Water Invoices were still being issued as credits due to the pricing error from 2021; the city included capital projects in its rate, but the contracts require capital to be included in depreciation.

REVISED ORDER

2. STF SBR Repair Project

Staff worked within the guidelines set by the board to utilize a third party but did not get a firm to take on the liability associated with facility. Staff worked with Jacobs to reduce the price as much as possible – Jacobs performed the RFP work at no cost.

Jacobs will act as the general contractor and NTH and the subcontractor will submit pay requests for approval. John said he believed this was the least expensive way to get a certified project completed be allowed to increase the operating height of the tank to increase capacity.

Estimates are based on a 10-day work schedule and will be reduced if work is completed in less than 10 days.

MOTION by Jeff Shaw to recommend to the BPW to approve the contract with NTH for the oversight of the work; second by Beth Friend.

The Motion PASSED unanimously.

3. Memo Re: Inspections for New Connections

A contractor is requesting that the County allow third party inspections for connections to the water and sewer systems. This contractor has received permission from Building Code to utilize the third party for its inspections.

John stated that the ordinance requires an inspection by DPW personnel and various administrative tasks rely on these inspections to get completed. He insisted that staff needs to be a part of this process to manage the systems. The Committee agreed and reached consensus to recommend the board agree as well.

4. Memo Re: CDL Requirements

In February 2022, the federal government required all new CDL recipients take educational classes for their CDL training prior to being allowed to write exams. This training costs nearly \$2,000 for Class B licenses and \$5,000 for Class A licenses. The County requires employees to maintain their own licensures and this cost could be prohibitive of getting and keeping employees. Staff asked for the committee to consider funding this requirement and seeking reimbursement, at a minimum.

MOTION by ROB MANIGOLD to Recommend to the BPW their support of covering the cost of CDL's for three existing employees or setting up a financing structure for repayment; second by Jeff Shaw.

The Motion PASSED unanimously.

5. Memo Re: DPW Organizational Chart

John discussed adding two maintenance positions to the staffing plan for 2023, and to delete an Account Clerk and add an Account Clerk Specialist. Also, he is requesting to modify the existing Office Manager position to a rate of pay commensurate with the Field Manager. He discussed his memo which includes additional details and supporting rationale.

MOTION by ROB MANIGOLD to Recommend to the BPW the DPW Organizational Chart and associated changes; second by Jeff Shaw.

The Motion PASSED unanimously.

PUBLIC COMMENT-Art Krueger; City Director of Municipal Utilities reported that they have been working on the 2 M gallon storage tank on LaFranier. They are performing 1-year warranty maintenance. The city budget was presented last Monday.

Also, wastewater sampling shows that Covid is shooting up in our area and the numbers are increasing. This sampling was a grant through MDHSS-the State Health Department and has been funded through July of 2023. They sample at the WWTP twice a week and once a week at ten other sites including one near the hospital and one near the high school.

The MDOT 31/37 project to Division may be pushed back to 2024.

The 20" ductile water main pipe that is needed is six months out from the suppliers.

NOTICES

1. The next Regular BPW Meeting will be held on Thursday, May 12, 2022, at 9:00 a.m. in the upstairs meeting room at GARFIELD TOWNSHIP HALL, 3848 Veterans Drive.
2. The next regular BPW Finance Committee Meeting will be held on Wednesday, June 1, 2022, at 1:00 p.m. in the Large Conference Room in the Public Services Building at 2650 LaFranier Rd

MOTION by JEFF SHAW to adjourn the meeting at 1:53 p.m.; second by Doug White.

The Motion PASSED unanimously

Date: _____

BPW Finance Committee Chair

BPW Finance Committee Secretary
(Approved as to form and content)

Drafted by: _____
John Divozzo

TO: BPW Finance Committee

DATE: June 1, 2022

Disposition Sought: Approval

DPW Claims Summary		Summary of Prepaid Claims Paid 5/4/2022	Summary of Prepaid Claims Paid 5/13/2022	Summary of Prepaid Claims Paid 5/19/2022	Summary of Prepaid Claims Paid 5/25/2022	TOTAL
		Budget	Budget	Budget	Budget	
DPW-STF-Hoch Rd	690 443	\$1,396.13	\$4,958.16	\$4,222.38	\$2,515.95	\$13,092.62
Acme Sewer	690 444	\$32,716.71	\$779.21	\$245.87	\$0.00	\$33,741.79
East Bay Sewer	690 445	\$42,500.64	\$2,007.49	\$238.54	\$41.23	\$44,787.90
Garfield Sewer	690 446	\$118,067.13	\$2,101.29	\$211.59	\$0.00	\$120,380.01
Garfield Water	690 448	\$4,871.72	\$2,207.74	\$2,467.31	\$14,029.48	\$23,576.25
Elmwood Sewer	690 449	\$14,626.07	\$1,113.43	\$28.55	\$41.23	\$15,809.28
Peninsula Sewer	690 451	\$7,142.41	\$209.53	\$147.42	\$14.00	\$7,513.36
East Bay Water	690 452	\$4,856.01	\$8,783.54	\$2,773.74	\$1,066.09	\$17,479.38
Peninsula Water	690 458	\$84.65	\$1,761.98	\$157.23	\$333.68	\$2,337.54
Elmwood Water	690 459	\$33.54	\$0.00	\$15.81	\$534.81	\$584.16
Acme Water	690 460	\$2.97	\$44.92	\$257.86	\$0.00	\$305.75
Elmwood/Greilickville Water	690 462	\$22.14	\$41.33	\$9.12	\$0.00	\$72.59
Whitewater Sewer	690 465	\$0.00				\$0.00
Sewer & Water Totals		\$226,320.12	\$24,008.62	\$10,775.42	\$18,576.47	\$279,680.63
DPW-STF-Hoch Rd	697 443	\$1.48	\$133.02	\$4.47	\$2.67	\$141.64
Hoch Road Totals		\$1.48	\$133.02	\$4.47	\$2.67	\$141.64
Septage	590 470	\$14,597.29	\$1,335.68	\$19,101.39	\$140.93	\$35,175.29
Septage Totals		\$14,597.29	\$1,335.68	\$19,101.39	\$140.93	\$35,175.29
GRAND TOTALS		\$240,918.89	\$25,477.32	\$29,881.28	\$18,720.07	\$314,997.56



MEMO

To: Finance/BPW
From: John DiVozzo
Date: 5/25/22
Subject: Water Main Leak on Silver Lk Rd

On May 14, the DPW received an email from a citizen stating that there was water running down the hill near the road near the YMCA in Garfield Twp. Staff investigated the site and determined that it was public water and that the high pressure main in the area was leaking.

Staff contacted Team Elmer's for an estimate of time and cost to facilitate repairs. It was determined that mobilization could not occur until late Sunday night and the decision was made to start first thing Monday morning.

Coordination of work and notice to the newspaper and EGLE required the work to be put off until Tuesday morning. Repairs were completed Tuesday just before 4 p.m.

All supporting documentation for this incident is attached for board review.

Thank you.

JD



May 16, 2022

Via email to dlingerfelt@record-eagle.com

IMMEDIATE RELEASE

Contact Person

John Divozzo
DPW Director
231.995.6039

WATER MAIN LEAK IN GARFIELD TOWNSHIP

The Grand Traverse County Department of Public Works (DPW) was notified of water leaking out of the ground in an area just south of the YMCA along Silver Lake Road in Garfield Township. Team Elmer's has been contracted to assist staff to identify the extent of the leak and to repair any damage.

This work will begin at 8:30 a.m. tomorrow morning (May 17) and is expected to result in loss of water availability to approximately 200 homes and road closures in the area. Staff will notify those affected by door-to-door consultation today.

The extent of the problem and time of completion is unknown. Staff will provide updates as they are available and will inform property owners of further actions as soon as possible.

If anyone has any questions, please contact the DPW at 231.995.6039.

May 16, 2022

WATER MAIN LEAK IN GARFIELD TOWNSHIP

The Grand Traverse County Department of Public Works (DPW) was notified of water leaking out of the ground in an area just south of the YMCA along Silver Lake Road in Garfield Township. Team Elmer's has been contracted to assist staff to identify the extent of the leak and to repair any damage.

This work will begin at 8:30 a.m. on Tuesday, May 17, 2022. The repair will require staff to shut down water supply to several hundred homes in your area. If you are receiving this notice, then we anticipate that your home is in the affected area. Staff is unable to give an exact time that water service will be restored, but we are doing everything we can to minimize this impact.

Once service is restored, the area will be under a boil water advisory, which means water used for drinking and cooking should be boiled for several minutes prior to consumption. This is a precautionary measure to protect the public health. We are required by law to obtain two negative bacteriological samples over a 48-hour period prior to lifting the advisory. The exact time is unknown but anticipated to be no later than Friday evening.

The DPW will provide notice to each homeowner of the official boil water advisory and the official advisory termination.

We apologize for this inconvenience.

If anyone has any questions, please contact the DPW at 231.995.6039 between the hours of 8:00 a.m. and 5:00 p.m. or contact our Field Manager at 231.493.2994.

DRINKING WATER WARNING

The Garfield Township Water Supply lost pressure and contamination may have occurred
BOIL YOUR WATER BEFORE USING

Due to a drop in pressure in the Garfield Township water supply, bacterial contamination may have occurred in the water system. Bacteria are generally not harmful and are common throughout our environment. Corrective measures are currently being undertaken to correct the situation.

What should I do?

DO NOT DRINK THE WATER WITHOUT BOILING IT FIRST. Bring all water to a boil, let it boil for one minute, and let it cool before using, or use bottled water. Boiled or bottled water should be used for drinking, making ice, brushing teeth, washing dishes, and preparing food. Boiling kills bacteria and other organisms in the water. Continue using boiled or bottled water until further notice.

What happened? What is being done?

These precautionary actions are being taken due to the loss of water pressure in the water distribution system caused by [a leak in a high pressure watermain located just south of the YMCA on Silver Lake Road] on [May 15, 2022]. Whenever a water system loses pressure for any significant length of time, precautionary measures are recommended.

The [Garfield Township Water System] is working to complete repairs and water staff will be taking other remedial actions such as flushing and collecting bacteriological samples from around the system. The samples will be collected to determine that the water quality meets the state drinking water standards. We will inform you when tests show no bacteria and you no longer need to boil your water. We anticipate resolving the problem within [72 hours].

This boil water notice shall remain in effect until results from the sampling verify the water is safe to drink. **Customers will be advised when the boil water advisory has been lifted.**


For more information, please contact [Matt Butler] of [Grand Traverse County DPW] at [231-590-4946, mbutler@grandtraverse.org, or 2650 LaFranier Road, TC, MI 49686]. General guidelines on ways to lessen the risk of infection by microbes are available from the EPA Safe Drinking Water Hotline at 1(800) 426-4791.

Please share this information with all the other people who drink this water, especially those who may not have received this notice directly (for example, people in apartments, nursing homes, schools, and businesses). You can do this by posting this notice in a public place or distributing copies by hand or mail.

CERTIFICATION:

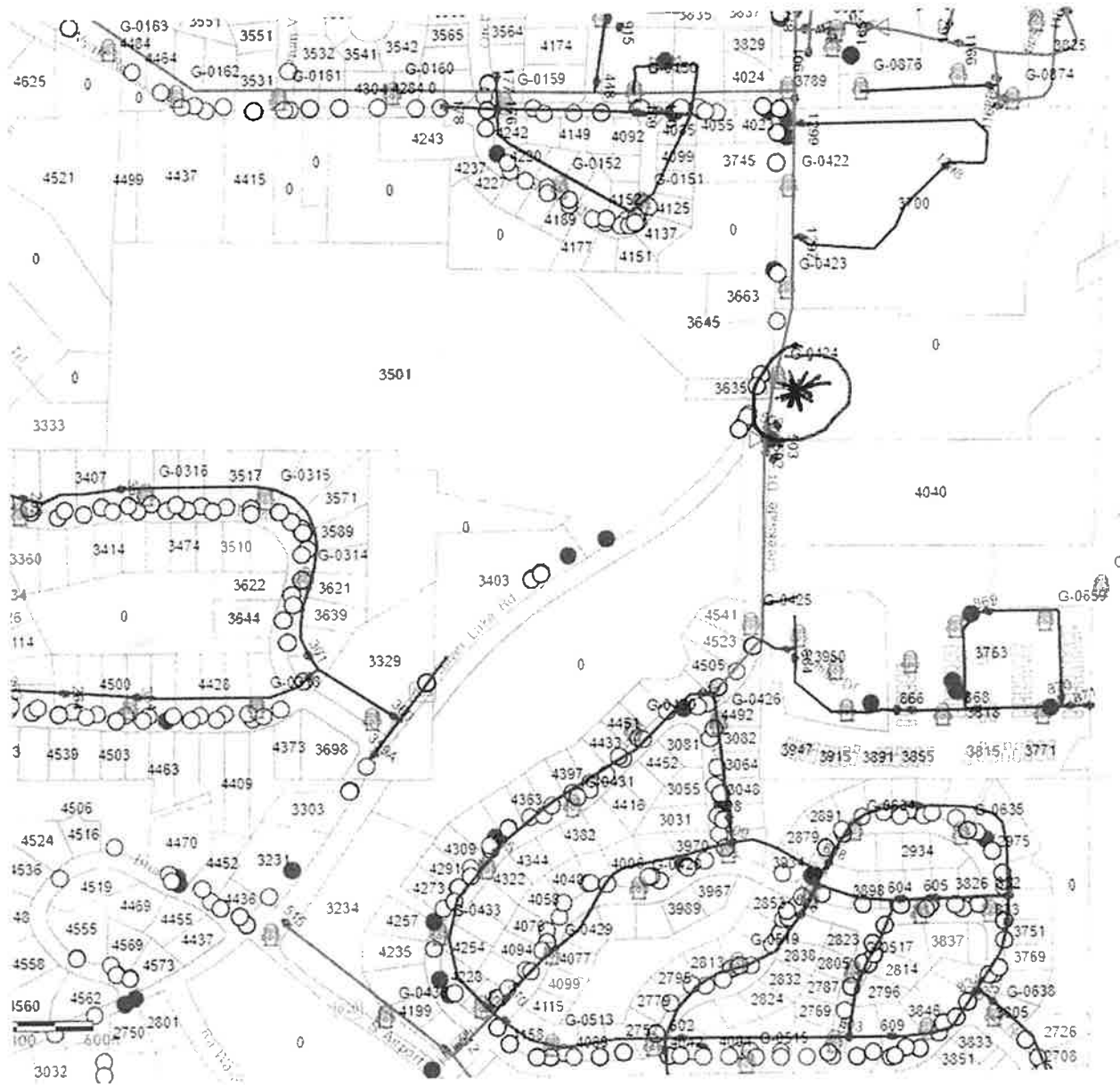
WSSN: [2565]

I certify that this water supply has fully complied with the public notification requirements in the Michigan Safe Drinking Water Act, 1976 PA 399, as amended, and the administrative rules.

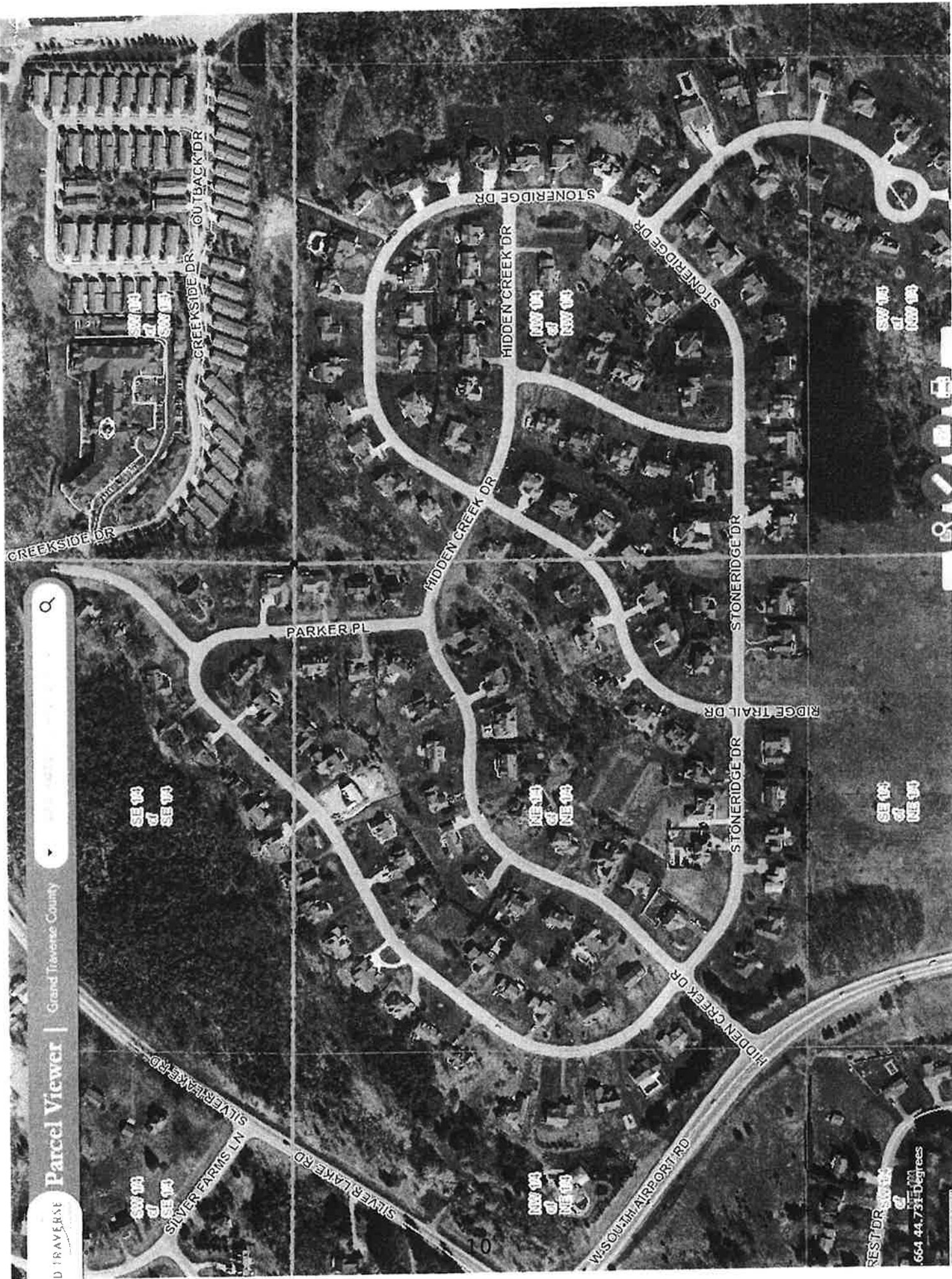
	Director of Public Works	May 17, 2022
Signature	Title	Date Distributed

Reminder to water supplier: This notice / certification must be sent to the DEQ.

cc: Grand Traverse County Health Department
Michigan Department of Agriculture



SILVER LAKE RD WATER MAIN LEAK – MAY 2022





May 19, 2022

Dear Customer:

Thank you for your patience and understanding with our precautionary boil water advisory. This was necessitated by a water main break that caused a temporary loss in pressure in your area. We have completed the repairs and received confirmation that the water is safe for consumption without boiling.

This means that the **boil water advisory has been lifted** and no further action is required on your part.

Thank you again.

Sincerely,

A handwritten signature in black ink that reads "John Divozzo". The signature is fluid and cursive, with the first letter of each word being capitalized and prominent.

John Divozzo, Director
Grand Traverse County DPW